Date: February 11, 2015

To: RPEMS community

From: Mr. D’Ambrosio

Re: Classroom disruptions

Below articulates a school-wide policy on the limiting of classroom disruptions including in-person visits and/or classroom phone calls. This policy is being revised and restated to reduce the growing number of classroom disruptions due to the delivery of non-essential information or items from parents to their children. There will be emergency situations where classroom phone calls or in-person visits are necessary.

* All visitors must report to the main office for a safety check when entering the building
* Visitors with scheduled appointments will be given a pass and permitted to travel to their destination
* When traveling the building, passes must be visible
* All staff have been charged with stopping visitors in the hallway who do not have a pass visible – this is to ensure all visitors have been through the safety check process
* Items being delivered for students will remain in the appropriate house office until a natural break in the instructional schedule allows for the items to be delivered by a staff member to the classroom (some of these items may include – lunches, school supplies, after-school needs)
* Parents/visitors will not be permitted to travel through the building to deliver items to the classroom or student lockers
* Relaying emergency messages will also be delivered by a staff member and take place at a time during the day that does not impact the flow of instruction in the classroom (lunch, recess, in-between classes)
* Early dismissal requests must be submitted in writing upon arrival to school – this allows our staff to have your child ready at the time indicated on the early dismissal note

Thank you in advance for your understanding and cooperation as we continue to create a safe and productive learning environment.